

DEVELOPMENT REVIEW APPLICATION PACKAGE

TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT

CIVIC CENTER
110 E. MAIN STREET
LOS GATOS, CA 95032

MAILING ADDRESS:
P.O. BOX 949
LOS GATOS, CA 95031

- I. **PURPOSE:** All applications for development approval by the Town are submitted to the Community Development Department. This handout is provided to provide general information as to what is required for submittal and what the development review process is. The Community Development Department is the central contact point for all Development Applications in Los Gatos.

- II. **ENCLOSURES:** Included in this handout are the following handouts:

- A. Applicant Submittal Checklist
- B. Development Application
- C. Hazardous Waste and Substances Statement
- D. Requirements for Preparation of Development Plans
- E. Fee Schedule
- F. Environmental Information Form

- III. **PRE-SUBMITTAL MEETING:** Prior to the formal submittal of a specific development application, it is recommended that an applicant contact or meet with the various departments/divisions representative on the Development Review Committee to determine specific requirements and to access completeness of the proposal. Satisfactory pre-submittal review can significantly reduce the time required for processing. Phone numbers of Committee members are:

Community Development	Planning Division	354-6874
	Building Division	354-6815
Parks & Public Works	Engineering Division	395-3460
Police Department		354-6859
Santa Clara County Fire Department		378-4010

- IV. **SUBMITTAL REQUIREMENTS:** The following constitutes a completed application package submitted to the Town (incomplete submittals will **NOT** be accepted):

- A. Applicant Submittal Checklist (attached).
- B. Development Application - All sections completed and all required signatures (attached).
- C. Hazardous Wastes and Substances Statement (attached).
- D. Plans - Not to exceed 24 in. by 36 in. dimension. Attached are the minimum requirements with the Application for plan information. The number of sets of plans is as follows (additional plans may be required for the consultant review and subsequent hearings):

Planned Developments (six or more lots): Sixteen (16) copies of the map and six (6) copies of all other material complete with all information specified on the attached supplement.

Subdivision Application (six or more lots): Sixteen (16) copies of the map complete with all information specified on the attached supplement, unless a Planned Development (PD) has been approved for the project. If a PD has been approved see all other applications.

All Other Applications: Six (6) copies of the plans complete with all information specified on the attached supplement. Additional copies may be required if staff determines that other agencies need to review plans.

- E. Filing Fees - Application, Consultant and Environmental Study fees are required to be paid at the time the application is filed (see attached Fee Schedule).
 - F. Two copies of Chain of Title and copy of recorded document - Required for properties not part of a recorded subdivision where it is necessary to document when and by what means a parcel was created.
 - G. Two copies of Preliminary Title Report - Updated to reflect current ownership and conditions of property. Dated within 30 days of filing. Policies of title insurance are not acceptable.
 - H. Letter of Justification - Letter shall include evolution of project, and where applicable, required findings, compliance with the General Plan, and community benefit.
 - I. Wells Questionnaire - Available from the Community Development Department.
 - J. Photographs of site and existing development.
 - K. Environmental Information Form.
 - L. Structure Condition Report. Required only when a demolition of an existing residence is proposed. Must be prepared by a licensed architect or structural engineer not associated with the project. See Section H-6 of Exhibit D (attached).
 - M. Restaurant Questionnaire if application involves a restaurant use.
- V. **DEVELOPMENT REVIEW PROCESS**: All development applications of any type are required to go through a three or four step process, depending on the type of application. This process is:
- A. Technical Review:
 - 1. Staff representatives of all Town departments, which include Community Development (Planning and Building Divisions), Fire, Police, Environmental Health and Parks and Public Works (Engineering Division) meet with the project applicant to ensure that the project:
 - a. is complete;
 - b. meets all code and policy requirements;
 - c. meets requirements of the California Environmental Quality Act.
- Applications that do not meet all of these requirements are continued at this level until the certifications are made. Applications not proceeding in a reasonable manner to complete these requirements will be considered abandoned, denied, or recommended for denial.

2. To have a technical review, applications must be submitted with all required information by **Wednesday, 3:00 p.m., 14 days in advance of the date** you wish to be heard. Complex projects may be required to have a longer review period prior to a meeting date.
 3. Technical review is every Wednesday morning beginning at 9:00 a.m. in the Town Council Chambers located in the lower level of Town Hall. Applicants are informed in writing of this review meeting. These meetings are not open to the general public. The applicant and/or their representatives is required to be present.
- B. Development Review Committee:
1. Once a project is complete, the matter is forwarded to the Development Review Committee. This is a staff committee from the technical review process.
 2. The Development Review Committee meets every Tuesday morning beginning at 9:00 A.M. in the Town Council Chambers located in the lower level of Town Hall. Applicants are sent a copy of the Committee agenda with an approximate time the matter will be considered. These are public meetings. The applicant and/or his representative is required to be present and any other person is welcome.
 3. The Development Review Committee has the authority to approve certain applications pursuant to Town Code and/or standards. For those that require public hearings, public hearing notices are mailed pursuant to Town Code.
 4. If any applicant wishes to appeal an action or decision of the Development Review Committee, such appeal must be made in writing with the required fee, to the Community Development Department within ten (10) calendar days of the Committee's action or decision. The matter will then be set for hearing on the next available Planning Commission agenda.
 5. For those applications that the Development Review Committee cannot act on, the Committee forwards the application to the Planning Commission once it is deemed complete.
- C Planning Commission:
4. Once the Development Review Committee makes its certifications, the matter is forwarded to the Planning Commission with conditions of approval if applicable.
 5. The Planning Commission meets at 7:00 P.M. on the second and fourth Wednesdays of each month (except for November and December) in the Town Council Chambers on the lower floor of the Town Hall, and the agenda for the Commission closes a minimum of 21 days prior to the Commission meeting. In order for an application to be scheduled for a Planning Commission hearing, the following must be completed prior to the 21-day deadline:
 - a. Development Review Committee certification as to completeness;
 - b. Receipt of 20 copies of 11 in. by 17 in. photographic reductions;
 - c. One or two full-size display sets;

6. The applicant will be mailed a copy of the staff report and agenda prior to the meeting. Planning Commission meetings are all advertised public hearings and the applicant and/or his representative must be present to respond to questions.
7. The action of the Planning Commission is final on all applications except zone changes or planned developments. In these two cases, a Planning Commission recommendation must be forwarded to the Town Council. No permits shall be issued for any approval until the end of the ten (10) day appeal period or until any appeal is heard. Appeals to the Town Council must be filed with the required fee, with the Town Clerk on forms supplied by that office.
8. Any approval granted by the Planning Commission or Town Council automatically expires two (2) years from the date of approval unless the use for which approval is granted is established, or substantial construction has taken place. Time extensions are valid for only one year. If the Planning approval expires, all permits issued, including Building Permits, become void.

VI. **GENERAL INFORMATION:**

- A. Other data such as letters, petitions, drawings or photographs which the applicant wishes to present with the application, may be submitted. Additional information may also be required by the Director of Community Development. All such exhibits become the property of the Town and cannot be returned.
- B. The Town strongly recommends that applicants for any development proposals make contact with surrounding neighbors to determine their concerns prior to the development application being submitted. Neighborhood concerns should then be incorporated into the proposal to the extent feasible.
- C. At the time any development proposal is agendized for Planning Commission hearing, all property owners and residents within a minimum of 300 feet of the property will be advised of the hearing and invited to participate in the hearing process.
- D. There is no way of anticipating changes to the Zoning Ordinance. Amendments to the Zoning Ordinance occasionally occur in all zones. If any amendment to any Zoning Ordinance that would affect or prohibit any project occurs after approval of the project, the only way that the project can be built is if a Building Permit is obtained and substantial construction work is done before the effective date of the change. It is the responsibility of every applicant who has received a zoning approval to keep track of changes in the Zoning Ordinance.
- E. Plans submitted for approval shall be prepared and certified by the person qualified under applicable State Code provisions to submit for Building Permit approval. For other than single-family buildings, this usually means a licensed architect or engineer.
- F. No Building Permits or other entitlements shall be granted by the Town in reliance on any approved application until all Conditions of Approval are satisfied.
- G. At the time of filing an application for a Development Application, any applicant may make a written request to receive notice from the Town of a proposal to adopt or amend any of the following plans or ordinances:
 1. the General Plan;

2. a specific plan;
3. the Zoning Ordinance;
4. an ordinance affecting Building Permits or Grading Permits.

The written request must specify the types of proposed action for which notice is requested.

H. The following additional information may be required to be shown on the development plans, depending on the type of application:

1. Energy Considerations - The Town has made a commitment to maximize both active and passive solar opportunities to reduce our dependence on fossil fuels. As a result of this commitment, development plans or proposals submitted to the Town must exhibit the following:
 - a. Solar access to existing building and all installed solar energy systems on adjacent properties shall be identified and protected.
 - b. The provision and protection of solar access in all new development shall be required through the dedication of private solar access covenants.
 - c. The design of all new developments shall be required to the extent feasible, to take advantage of passive solar heating and cooling opportunities.
 - d. The use of solar water heaters on all new residential buildings shall be required where solar access is available and natural gas is not available. Pre-plumbing for solar water heaters shall be required on all other new residential construction where solar access is available.
 - e. Solar energy shall be required as the primary means of heating new swimming pools, where solar access is available.
2. Alarm Systems - The Police Department recommends that intrusion alarm systems be installed in all single-family homes and be so noted on the plans.
3. Handicapped accessibility requirements.

VII. The minimum time limits for the processing Development Applications is as follows:

- A. Filing FOR Technical Review - 14 days minimum;
- B. Development Review Committee TO Planning Commission - 25 days minimum;
- C. Planning Commission TO Town Council (not necessary with every application) 30 to 43 days.

A more accurate time schedule will depend on a great number of factors, including the completeness of the submittal and the complexity of the proposal. Time limits can vary considerably because of these variables.

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

CIVIC CENTER:

110 E. MAIN STREET
LOS GATOS, CA 95032
(408)354-6874

MAILING ADDRESS:

P.O. BOX 949
LOS GATOS, CA 95031
FAX (408) 354-7593

APPLICATION FOR DEVELOPMENT PERMITS

(PLEASE TYPE OR PRINT CLEARLY)

1. APPLICANT REQUEST:	(Check appropriate boxes)	2. PROPERTY DETAIL:
<input type="checkbox"/> Architecture & Site	<input type="checkbox"/> Variance	Lot Size _____
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Subdivision	Average Slope _____
<input type="checkbox"/> Environmental Impact Assessment	<input type="checkbox"/> Other	Existing or Last Previous Use: _____
<input type="checkbox"/> Zone Change (Rezone from _____ to _____)		

3. PROPERTY LOCATION:
Address of subject property: _____
Zoning _____ Assessor's Parcel Number(s) _____

4. REQUESTED ACTION: (Attach separate sheet if necessary)
Description of requested action _____

5. APPLICANT:
NAME _____ PHONE _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
SIGNATURE OF APPLICANT _____ DATE _____

6. PROPERTY OWNER: (If same as above check here) ☐
NAME _____ PHONE _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

I hereby certify that I am the owner of record of the property described in Item #3 above,
and that I approve of the action requested herein.

SIGNATURE OF OWNER _____ DATE _____

7. OTHERS INVOLVED: (WILL NOT GET COPY OF AGENDA OR CORRESPONDENCE)
(Architect, engineer, planner, landscape architect, etc.; attached addition sheet if necessary)
CAPACITY NAME (Please print) FIRM & ADDRESS (include ZIP Code) PHONE

DO NOT WRITE BELOW THIS LINE

8. RECEIVED BY _____ **STAFF MEETING** _____ **HPC AGENDA** _____
APPLICATION NO. _____

FEES PAID: (Itemize on receipt)

_____	\$ _____
*RT85STUD	\$ _____
PTRACPLN	\$ _____
PLANAP	\$ _____
ENGDEV	\$ _____
TOTAL	\$ _____

* If site is located within Route 85 Study Plan Area

TOWN OF LOS GATOS

COMMUNITY DEVELOPMENT DEPARTMENT

NAME OF APPLICANT	ADDRESS	ZIP CODE	TELEPHONE
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APPLICANT'S SIGNATURE	SITE AREA
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ADDRESS OR LOCATION OF PROJECT SITE	PARCEL NUMBER	ZONING
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APPLICANT SUBMITTAL CHECKLIST

NOTE TO APPLICANTS

A Development Application must include certain minimum information before a project will be accepted as complete and processed for review as the submittal begins a legal time limit. The applicant is responsible for submitting the general information listed below as well as the specific application requirements indicated on the attached sheets. All information, including plans, must be clear, legible and easily readable. Incomplete, inaccurate, or illegible information will be accepted and will delay processing your application.

1. _____ COMPLETED APPLICATION FORM - Form must include the signature of the property owner(s).
2. _____ LETTER OF JUSTIFICATION - For all applications except a single family residence with no demolition.
3. _____ ENVIRONMENTAL ASSESSMENT FORM - Form must be completely filled out and signed by property owner.
4. _____ HAZARDOUS MATERIALS/AIR QUALITY CHECKLIST - Form must be completely filled out.
5. _____ WRITTEN DESCRIPTION OF PROPOSED PROJECT - A complete written description of the proposal.
6. _____ APPLICATION FILING FEE - Fee for proposed application based on Planning fee schedule.
7. _____ STRUCTURE CONDITION REPORT - For demolition of any residential structure.
8. _____ VERIFICATION OF PROPERTY OWNERSHIP AND EASEMENTS - One copy of a grant deed of subject property. Two copies of a preliminary title report of subject property if new development (i.e. new construction, additions, grading, subdivisions, etc.) is proposed.
9. _____ WELL QUESTIONNAIRE
10. _____ PHOTOS OF PROPERTY - Photos of the subject property from each side and photos of adjacent properties.
11. _____ MINIMUM SIX (6) SETS OF COMPLETE DEVELOPMENT PLANS - If the application is for a Planned Development of 5 or more lots or if the application is for a subdivision of 5 or more lots that is not a PD - 16 sets of the map is also required.

AUTHORIZATION AND CERTIFICATION OF PROPERTY OWNER

I/We certify that , as the property owner(s), I/we authorize the filing of this application. I/We understand that pursuant to the Code of the Town of Los Gatos, conditions of approval are binding upon both the applicant and landowner(s). I/We agree to implement the conditions to the best of my/our ability (subject only to the right to object at the hearing on the application(s).

Name (please print)	Address (with zip code)	Telephone
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Signature	Date
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TOWN OF LOS GATOS

DEVELOPMENT APPLICATION SUPPLEMENT HAZARDOUS WASTES AND SUBSTANCES STATEMENT

California Government Code Section 65962.5 requires that "before a lead agency accepts as complete an application for any development project . . . the applicant shall consult the lists" contained in this section which identify sites determined to contain hazardous wastes or contamination, as reported by the Secretary for Environmental Protection. These lists are available in the Community Development Department. The form, properly completed and signed, must accompany the development application submitted to the Town Community Development Department.

Please complete the following information:

Site Address: _____ Zip Code _____

Assessor's Parcel Number (APN): _____

APPLICANT	PROPERTY OWNER
Name/Company	Name/Company
Mailing Address	Mailing Address
Telephone	Telephone

I hereby acknowledge that I have reviewed these lists and declare that the project site:

_____ Is not included on any Hazardous Wastes and Substances Sites List.

_____ Is included on the following list pursuant to Section 65962.5 of the Government Code:

Regulatory identification number: _____

Date of List: _____

Applicant Signature

Date

Note: State of California/Hazardous Waste & Substances Sites List for Los Gatos is attached.

SANTA CLARA COUNTY
12/01/94

CAL/EPA
FACILITY INVENTORY DATA BASE
HAZARDOUS WASTE AND SUBSTANCES SITES LIST

SANTA CLARA COUNTY
PAGE 702

	REG BY	REG ID	SIC CODE	INVENTORY ID, COMMENTS, CONTACT PERSON NAME/NUMBER
LOS GATOS BLVD (16165) LOS GATOS A&M MOTORS		LTNKA		INV-ID 43-013333
LOS GATOS BLVD (16212) LOS GATOS 950320000 WEST VALLEY DODGE		LTNKA		INV-ID 43-002099
LOS GATOS BLVD (16500) LOS GATOS EXXON		LTNKA		INV-ID 43-000676
MARCHMONT DR (1600) LOS GATOS 95032 HILLBROOK SCHOOL		LTNKA		INV-ID 43-000825
OLD LOGGING RD (22283) LOS GATOS N/A		LTNKA 506		INV-ID 44-001855
SANTA CRUZ AVE N. (155) LOS GATOS 95030 MOBIL		LTNKA 22M		INV-ID 43-000998
SANTA CRUZ AVE N. (335) LOS GATOS ARCO		LTNKA		INV-ID 43-013422
SANTA CRUZ AVE N. (41) LOS GATOS LOS GATOS THEATRE		LTNKA		INV-ID 43-000936
SANTA CRUZ AVE N. (455) LOS GATOS 950300000 UNKNOWN		LTNKA 4246		INV-ID 43-007722
SANTA CRUZ AVE N. (545) LOS GATOS 95030 MARK'S AUTOMOTIVE		LTNKA 43H		INV-ID 43-000949
SANTA CRUZ AVE N. (666) LOS GATOS 95030 MOBIL		LTNKA 13M		INV-ID 43-001014
SANTA CRUZ AVE S. (22) LOS GATOS 95030 GRIDER BUILDING		LTNKA		INV-ID 43-011901
SANTA CRUZ HWY (14800) LOS GATOS FRANK PROPERTY		LTNKA		INV-ID 43-000762
SARATOGA AVE (200) LOS GATOS 95030 SUPER-7		LTNKA		INV-ID 43-001410
SARATOGA AVE (255) LOS GATOS SHELL		LTNKA		INV-ID 43-001319
SARATOGA AVE (275) LOS GATOS CHEVRON		LTNKA 28S		INV-ID 43-000508
SARATOGA AVE (300) LOS GATOS 95030 UNOCAL		LTNKA		INV-ID 43-001545
SHANNON RD (16565) LOS GATOS CENTRAL FIRE DISTRICT		LTNKA		INV-ID 43-000466
SUMMIT RD (24005) LOS GATOS 950300000 PERRY RESIDENCE		LTNKA		INV-ID 43-004302
UNIVERSITY AVE (638) LOS GATOS 950300000 IRON ROD (THE)		LTNKA		INV-ID 43-009895
UNIVERSITY AVE (718) LOS GATOS 95030 GUADALUPE RUBBISH DISPOSAL CO		LTNKA		INV-ID 43-000808
UNIVERSITY AVE (761) LOS GATOS 95030 LOS GATOS SUPPLY/PUBLIC STOR.		LTNKA		INV-ID 43-000935
UNIVERSITY AVE (930) LOS GATOS 95030 GENERAL TELEPHONE COMPANY		LTNKA		INV-ID 43-000787
WINCHESTER BLVD (14300) LOS GATOS 905301888 BECTON, DICKINSON & CO.		LTNKA		INV-ID 43-000204

SANTA CLARA COUNTY
12/01/94

CAL/EPA
FACILITY INVENTORY DATA BASE
HAZARDOUS WASTE AND SUBSTANCES SITES LIST

SANTA CLARA COUNTY
PAGE 701

	REG BY	REG ID	SIC CODE	INVENTORY ID, COMMENTS, CONTACT PERSON NAME/NUMBER
MANUELLA (14790) LOS ALTOS HILLS COOK PROPERTY		LTNKA		INV-ID 43-013377
MENALTO DR (12205) LOS ALTOS HILLS BOWLING PROPERTY		LTNKA		INV-ID 43-005644
MIDDLEFORK LANE (13464) LOS ALTOS HILLS 940220000 UNKNOWN		LTNKA		INV-ID 43-001752
MOODY RD (25525) LOS ALTOS HILLS 94022 LEIGHTON BLEDSOE TRUST		LTNKA		INV-ID 43-013406
PURISSIMA RD (27400) LOS ALTOS HILLS 94022 TOWN OF LOS ALTOS HILLS PWD		LTNKA		INV-ID 43-001464
***** CITY: LOS GATOS *****				
ALMA BRIDGE RD (17820) LOS GATOS PACIFIC BELL-ALMA STATION		LTNKA		INV-ID 43-001084
BEAR CREEK RD (19480) LOS GATOS 95030 PRESENTATION COLLEGE		LTNKA		INV-ID 43-001126
BLOSSOM HILL RD (13980) LOS GATOS 95030 CHEVRON		LTNKA		INV-ID 43-000486
BLOSSOM HILL RD (14000) LOS GATOS 95030 SHELL		LTNKA 155		INV-ID 43-001294
BLOSSOM HILL RD (700) LOS GATOS EXXON		LTNKA		INV-ID 43-000705
CLEARVIEW (14595) LOS GATOS 95030 LA RINCONADA PROPERTY		LTNKA		INV-ID 43-000905
COLLEGE AVE (300) LOS GATOS JESUIT CENTER		LTNKA		INV-ID 43-000862
ECHO DR (22542) LOS GATOS 950300000 FISCHER ESTATE		LTNKA		INV-ID 43-004339
GRAYS LANE (20) LOS GATOS 950300000 LOS GATOS PARKING LOT		LTNKA		INV-ID 43-003149
LARK AVE (16500) LOS GATOS CLASSIC CAR WASH		LTNKA		INV-ID 43-000566
LEIGH AVE (441) LOS GATOS 95030 EXXON		LTNKA SBS0752		INV-ID 43-000692
LOMA PRIETA (24196) LOS GATOS 95030 BINTER PROPERTY		LTNKA		INV-ID 43-000401
LOS GATOS BLVD (15299) LOS GATOS 95030 ROTTEN ROBBIE #1(COAST OIL CO)		LTNKA		INV-ID 43-001183
LOS GATOS BLVD (15367) LOS GATOS CALIFORNIA RV		LTNKA		INV-ID 43-000437
LOS GATOS BLVD (15400) LOS GATOS MCHUGH LINCOLN MERCURY		LTNKA		INV-ID 43-000963
LOS GATOS BLVD (16005) LOS GATOS 950320000 PAUL SWANSON FORD		LTNKA		INV-ID 44-001426
LOS GATOS BLVD (16030) LOS GATOS SHELL		LTNKA		INV-ID 43-008854

TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT

REQUIREMENTS FOR PREPARATION OF DEVELOPMENT PLANS

Prior to preparing plans, please review all Town Code Zoning requirements and applicable specific plan(s) and development guidelines. The following is a listing of the minimum requirements for the submittal of plans to the Community Development Department. Applicants ARE to use this as a checklist to ensure completeness of the proposal.

A. GENERAL REQUIREMENTS

1. Scale shown on each sheet.
2. North arrow on each sheet as applicable.
3. Sheet not to exceed 24" X 36" size.
4. Fully dimensioned.
5. For smaller projects, such as single family residences, information may be combined on one or two sheets.

B. PLAT OR SITE PLAN

1. All property lines and plottable easements.
2. All required yards or building setbacks.
3. All buildings, existing and proposed, including:
 - a. dimensioned floor plans;
 - b. indication of the use of all areas;
 - c. which buildings (or portions thereof) are to be removed;
 - d. existing and proposed grades.
4. Existing trees, including size, location, species, existing grade at the base, and driplines.
5. Driveways and off-street parking spaces, interior clear dimensions of garage including stall size, aisle widths, back up distance, curbs, and surfacing materials.
6. Loading spaces where applicable.
7. Location and size of handicapped spaces where applicable.
8. Public improvements, both existing and proposed, including streets, curbs, gutters, street lighting, street paving and fire hydrants.
9. Preliminary drainage plan, including disposition of all drainage, including roof leaders.
10. Preliminary grading plan, including:
 - a. location of all cuts and fills;
 - b. table with volume of cuts and fills for various elements (house, driveway, etc.);
 - c. calculations of volumes;
 - d. clearly delineated existing and proposed contours;
 - e. interim erosion control measures;
 - f. retaining wall detail, including:
 - (1) top and base of wall elevations;
 - (2) type of material;
 - (3) drainage for walls.

- (4) temporary over excavation limits.
 - (5) type of wall construction.
- g. Building, garage and deck elevations.
- h. Trees impacted by grading.
- i. Table of existing and proposed impervious areas.
11. Location and elevations of screened trash container area for commercial buildings.
12. Location of buildings on adjacent parcels.
13. Existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers).
14. Shadow study diagram for two story elevations, clearly illustrating effect on structures on adjacent properties.
15. Sight line studies (hillside only).
16. Table giving the following:
 - a. site area (gross and net);
 - b. gross floor area (each floor and total);
 - c. floor area ratio;
 - d. lot area coverage (building footprints)
 - e. percent "interior" landscaping for off-street parking lots;
 - a. number of parking spaces;
 - g. dwelling units (existing and proposed).
17. Existing active or deactivated water wells.
18. Average slope.

C. BUILDING ELEVATIONS

1. Elevations of all sides of all existing buildings to be removed, existing to remain and proposed.
2. Exterior materials (type, texture and color).
3. Building height, including height plane for properties on sloping lots.
4. Location and method of screening of roof-mounted mechanical equipment.
5. Samples of colors, preferably mounted on 8 1/2" X 11" soft (not cardboard, etc.) backing (commercial and hillside only).
6. Schematic elevations illustrating building height and mass in relationship to:
 - a. structures on the adjacent two parcels on either side of property;
 - b. structures across the street and in back of property.
7. Existing and proposed grade lines.

8. Street Profiles (both sides).
9. Cross section showing property behind and across street.

D. LANDSCAPING/TREE PLAN*

(*tree plan only for single and two family residences unless located in the hillside).

1. Where feasible, landscape plans shall be designed to reduce impacts of pesticide use as follows:
 - a. provide irrigation which reduces runoff and promotes surface infiltration.
 - b. landscaping shall be designed and operated to treat storm water runoff by incorporating elements that collect, detain and infiltrate runoff.
2. If rendering is provided, trees shown on plan(s) must reflect their size at time of planting and the application will be conditioned as such. Additional renderings may be provided with year of the tree growth stated on the plan.
3. Location and dripline on the site and landscaping plan of all existing and proposed trees over 4" in diameter.
4. Table indicating the following for all existing trees anywhere near areas of construction: (example at end of packet)
 - a. location symbol;
 - b. common and botanical names;
 - c. trunk circumference;
 - d. physical condition;
 - e. to be saved, removed or pruned
 - f. reason for removal.
4. Table indicating the following for all new trees and shrubs to be planted:
 - a. location symbol;
 - b. common and botanical names;
 - c. initial planting size;
 - d. size at maturity (height/width of dripline);
 - e. number to be planted.
5. Fencing, including height, location with construction detail showing materials.

E. EXTERIOR LIGHTING

1. Location.
2. Style of fixtures.
3. Intensity (wattage and type of light source).
4. Height of pole-mounted fixtures.

F. TENTATIVE MAP

1. Tract name or designation and property address.
2. Name and address of owner, subdivider and registered civil engineer or licensed surveyor.
3. Locations, names and widths of all

adjoining highways, streets or ways, the names of adjacent subdivisions and the names of all owners of properties adjacent to proposed tract.

4. Width and grades of all highways, streets and ways within such proposed subdivision, with typical cross-sections showing proposed improvements.
5. Widths and locations of all existing or proposed easements, whether public or private.
6. Radius of all street curves.
7. Total size of property before and after street and right-of-way dedication (gross and net land area calculation).
8. Lot layout, including the dimension of each lot line, and exact square footage of each lot.
9. Location of all water courses and natural drainage channels, locations of all areas covered by water or subject to inundation, and existing and proposed storm drain facilities.
10. Source of water supply, including conceptual design.
11. Method of sewage disposal, including conceptual design.
12. Location of all buildings in close proximity to proposed tract.
13. Proposed public areas (if any).
14. Contour lines (existing and proposed) showing one foot contours for ground slopes or less than five feet vertical and one hundred feet horizontal distance, and five feet horizontal distance, and five foot contours for ground slopes in excess thereof.
15. Location or vicinity map, date, north point and scale.
16. Number of letter identification for each lot.
17. Location and outline of each existing building and a note as to whether or not it is to be removed.
18. Each street shown by its actual street name or by a temporary name or symbol for the purpose of identification.
19. All trees shall be accurately identified and plotted with base grade data, dripline and finished grades within the dripline.
20. All fire hydrant locations.
21. Required yards.
22. If condominium or townhouse project, two (2) copies of CC&R's and other related documents such as association by-laws.
23. Name of utility providers and show location of closest existing services, including gas, electricity, telephone, cable television.
24. If hillside, show grading required for roadway construction, including location of all cuts and fills, volumes, retaining walls or reinforced earth slopes (with top and

- base elevations), existing and proposed contours.
- 25. If hillside, show conceptual driveways, building sites, drainage and sanitary sewers.
- 26. Interim erosion control.
- 27. Copy of slope density calculations for properties in HR zone.
- 28. If it is impossible or impracticable to place upon the tentative map any of the information required above, such information shall be furnished on a separate document which shall be submitted with the map, the subdivider and his engineer shall familiarize themselves with the current subdivision design standards of the Town.

G. PLANNED DEVELOPMENT - OFFICIAL DEVELOPMENT PLAN

- 1. A land use plan locating all proposed uses.
- 2. A tentative site plan illustrating the following:
 - a. building place;
 - b. open space (public and private), indicating how it is to be used;
 - c. natural features such as creeks, major trees, bluffs, etc.;
 - d. sidewalks, paths and trails;
 - f. vehicular circulation;
 - g. major features on adjacent property which effect the development proposal or are potentially affected by it.
- 3. Schematic architectural elevations of all buildings and structures illustrated in relationship to each other and any major structures on adjacent property which are affected by the development proposal or are potentially affected by it.
- 4. Schedule for any phasing of development.
- 5. Future lot lines, condominium units and easement areas, all subject to subdivision approval.
- 6. Tabulation of land area, including the areas of:
 - a. entire planned development;
 - b. public streets;
 - c. private streets;
 - d. sidewalks, paths and trails;
 - e. parking areas;
 - f. vehicular circulation;
 - g. major features on adjacent property which affect the development proposal or are potentially affected by it.
- 7. Floor area of each type of building (for example: shops, offices, warehouses, or dwellings).
- 8. Floor Area Ratio.
- 9. Proposed number of off-street parking spaces.

- 10. Grading, soils, and geologic information.
- 11. Proposed signing.
- 12. Copies of any instrument or document such as covenants, conditions, and restrictions which are intended to be used to affect the development of the land.
- 13. Such other information as the Commission or Development Review Committee may require.

H. OTHER INFORMATION

- 1. Provide information required by applicable Town development standards and guidelines.
- 2. NPDES requirements: All projects (excluding individual single family houses) creating, adding, or replacing 10,000 square feet or more of impervious surface on the project site, must provide the following information on the development plans. An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include building rooftops, paved patios, covered patios, driveways, parking lots, paved walkways, sidewalks and streets. **Please Note:** Subdivisions of any size are not exempt from this requirement.
 - a. site size.
 - b. existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways).
 - c. impervious surface area created, added, or replaced.
 - d. total impervious surface area (new + existing).
 - e. percent increase/replacement of impervious surface area.
 - f. estimated area of land disturbance during construction (includes clearing, grading, or excavating).
 - g. type of stormwater controls used (none, site design measure, source control measure, and/or stormwater treatment measure).

For more information regarding selection of Best Management Practices for stormwater pollution prevention of stormwater treatment contact the Engineering Division at (408) 399-5771.

- 2. Floor and lot areas, number of stories and FAR of other sites in immediate neighborhood for residential projects.
- 3. ADA compliance for commercial development.
- 4. Hazardous Materials - For any development project, the applicant shall submit:

- a. A signed statement indicating whether the project is located on a site which is identified by the Town as a solid waste disposal facility, or that there will be no usage and storage of hazardous materials or documentation of the following:
 - (1) storage locations;
 - (2) inventory list of chemical trade names;
 - (3) quantities stored;
 - (4) containment plans.
5. Letter of Justification - where a letter of justification is either required or recommended, it should include the following information as applicable:
 - a. description of the proposed request, i.e., type of operation or use, hours of operation, number of employees, products, shift detail, etc.;
 - b. benefit to the community if the project should be approved;
 - c. where a traffic impact is determined by the Parks and Public Works Department, quote specific sections of the General Plan and any applicable Specific Plan clearly stating that the type of project will benefit the community.
 - d. list the facts that would in your opinion, justify the application;
 - e. for residential projects, how the proposal meets the Town's housing needs as identified in the General Plan.
 - f. for variance applications the letter should speak to the following required findings:
 "Because of the following special circumstances that apply to the property (such as size, shape, topography, location or surroundings) the strict application of the zoning regulations causes an undue hardship or poses practical difficulties relating to use of the land, deprives the property of privileges enjoyed by other properties in the vicinity and under identical zone classifications and would make the property otherwise unusable."
 - g. for conditional use permit applications, the letter should speak to the following required findings:
 "The proposed uses of the property are essential or desirable to the public conveniences or welfare; the proposed uses will not impair the integrity and character of the zoning district; the proposed uses would not be detrimental to public health, safety, or general welfare; the proposed uses of the property are in harmony with the various elements or objectives of the General Plan and the purposes of this Ordinance."
6. If existing residential buildings are to be demolished, a structural report, prepared by a licensed architect or structural engineer unrelated to the project, is required. The document shall describe in detail the physical condition of the building and its components (foundation, walls, roof, plumbing, electrical, etc.), approximate cost to rehabilitate to current code requirements, and a recommendation as to under what conditions the building should be rehabilitated or demolished. For historically designated structures proposed to be demolished, which are listed as contributors, in addition to the structural report, a detailed report shall be submitted describing all aspects of the structures physical condition and shall incorporate pertinent information from the Town's Historic Resources Inventory describing the structure's historical and architectural characteristics. This report shall be prepared by a qualified person knowledgeable in historic preservation under contract with the Town at the applicant's expense.
7. The use of both passive and active solar energy measures is a high priority with the Town. Each proposal must be designed to maximize such measures to include the preplumbing and installation of solar collectors, window locations and building siting to maximize natural conditions, and proper use of roof overhangs. A written statement must accompany the application that clearly describes these measures.
8. For historically designated structures or structures in historic districts, or structures built prior to 1941, provide a statement of why the proposed change (i.e., addition, remodel, demolition, etc.) is requested and how the proposal conforms with designating ordinance as well as Section 29.80.215 through 29.80.320 of the Town Code. The Town's Historic Preservation Committee will review all applications which affect historic structures or sites.

N:\DEV\FORMS\Planning\DRC App Files\DEVELOP.REQ.wpd
June 28, 2006

**TOWN OF LOS GATOS COMMUNITY DEVELOPMENT
DEPARTMENT FEES
Effective July 1, 2006**

Attached is an example of cumulative fees imposed by the Planning Division. Additional surcharges may be required. Certain types of applications must be reviewed/processed by other departments/agencies, which may impose separate fees. Applicants are advised that the fees for those services are not included in the Planning Department's fees. A copy of the fee resolution is available upon request. Where the term "actual cost" is used here, it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants, employee cost will be billed at the top step, plus benefits, plus overhead. The following fee schedule is established for applications filed pursuant to the Town Code. The fees are collected by the Community Development Department at the time the application is filed unless otherwise noted.

Fees for Additional Processing

In the event additional processing services by the Town are required due to changes, modifications, additions, errors, omissions, or discrepancies caused by the applicant or his/her agents or representatives, the applicant shall pay an additional fee as determined by the Director of Community Development to cover the actual cost.

Fees for Lack of Progress

If additional information is required by the Town for an application and the requested information is not submitted within 180 days, the applicant will be required to pay a fee of 10 percent of the current application fee at the time the requested information is submitted. Any resubmittal after one year will be processed as a new application, subject to new fees.

Fees for Major Projects

If it is anticipated that the application processing costs of selected major projects will significantly exceed the following fees, the Director of Community Development may collect a deposit and charge actual time spent to process the applications based upon current hourly rates.

TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT FEES
EFFECTIVE JULY 1, 2006
CUMULATIVE EXAMPLE

		Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	7.5% Engineering Dev Review Services Fee	Account Code	Total Fee
			PTRACPLN	GPUPDATE	PLANAP	ENGDEV		
1	ZONING APPROVALS							
A	Architecture and Site Applications							
1	Development Review Committee (DRC) Approval							
	a. New Single family detached (HR & RC zone)	\$4,765.00	\$190.60	N/A	\$476.50	\$357.38	PLANA&S1	\$5,789.48
	b. New single family detached (HR & RC zones) per unit, as part of a Planned Development	\$3,575.00	\$143.00	N/A	\$357.50	\$268.13	PLANA&S1	\$4,343.63
	c. New single family or two family units	\$3,378.00	\$135.12	N/A	\$337.80	\$253.35	PLANA&S2	\$4,104.27
	d. New single family or two family (any other zone) per unit, as part of a Planned Development	\$2,534.00	\$101.36	N/A	\$253.40	\$190.05	PLANA&S2	\$3,078.81
	e. Minor projects (a development proposal that does not significantly change the size, mass, appearance or neighborhood impact of a structure, property or parking lot)	\$1,285.00	\$51.40	N/A	\$128.50	\$96.38	PLANA&S7	\$1,561.28
2	Planning Commission Approval							
	a. Supplemental fee for DRC applications as determined in Section 1.A.(1) or minor residential development applications that require Planning Commission approval	\$1,862.00	\$74.48	N/A	\$186.20	\$139.65	PLANA&S8	\$2,262.33
	b. New two family unit	\$3,378.00	\$135.12	N/A	\$337.80	\$253.35	PLANA&S2	\$4,104.27
	c. New nonresidential	\$5,253.00	\$210.12	N/A	\$525.30	\$393.98	PLANA&S3	\$6,382.40
	d. New multiple family	\$4,778.00	\$191.12	N/A	\$477.80	\$358.35	PLANA&S4	\$5,805.27
	e. Demolition request with a Planned Development Application	\$1,285.00	\$51.40	N/A	\$128.50	\$96.38	PLANA&S7	\$1,561.28
	f. All other	\$3,148.00	\$125.92	N/A	\$314.80	\$236.10	PLANA&S5	\$3,824.82
B	Conditional Use Permits							
1	Conditional Use Permit	\$3,641.00	\$145.64	N/A	\$364.10	\$273.08	PLANCUP1	\$4,423.82
2	Conditional Use Permit (when consolidated with another application for new development)	\$604.00	\$24.16	N/A	\$60.40	\$45.30	PLANCUP2	\$733.86
3	Conditional Use Permit for Restaurant *							
	Minor Restaurant (DRC Approval)	\$2,217.00	\$88.68	N/A	\$221.70	\$166.28	PLANCUP3	\$2,693.66
	Major Restaurant (PC Approval)	\$3,641.00	\$145.64	N/A	\$364.10	\$273.08	PLANCUP4	\$4,423.82
4	Applications that require TC Approval (this fee supplements the above established fees)	\$1,862.00	\$74.48	N/A	\$186.20	\$139.65	PLANCUP5	\$2,262.33
	a. Transcription Fee of PC Minutes	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	CDTRANS	Varies
C	Variance	\$2,678.00	\$107.12	N/A	\$267.80	\$200.85	PLANVARI	\$3,253.77

		Application Fee	4% Permit Tracking Fee PTRACPLN	10% General Plan Update GPUPDATE	10% Advance Planning Special Project PLANAP	7.5% Engineering Dev Review Services Fee ENGDEV	Account Code	Total Fee
D	Rezoning (other than Planned Development)							
1	Without General Plan or Specific Plan Amendment	\$3,908.00	\$156.32	\$390.80	\$390.80	\$293.10	PLANZON1	\$5,139.02
2	With General Plan or Specific Plan Amendment	\$5,985.00	\$239.40	\$598.50	\$598.50	\$448.88	PLANZON2	\$7,870.28
3	Transcription Fee of PC Minutes	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	CDTRANS	Varies
E	Planned Development							
1	Without General Plan or Specific Plan Amendment	\$16,496.00	\$659.84	\$1,649.60	\$1,649.60	\$1,237.20	PLANPD1	\$21,692.24
2	Without General Plan or specific Plan Amendment (HR or RC Underlying Zone)	\$21,714.00	\$868.56	\$2,171.40	\$2,171.40	\$1,628.55	PLANPD2	\$28,553.91
3	With General Plan or Specific Plan Amendment	\$19,515.00	\$780.60	\$1,951.50	\$1,951.50	\$1,463.63	PLANPD3	\$25,662.23
4	With General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	\$24,728.00	\$989.12	\$2,472.80	\$2,472.80	\$1,854.60	PLANPD4	\$32,517.32
5	Town Council Modification to a Planned Development	75% of Current Fee	Varies	Varies	Varies	Varies	PLANPD5	Varies
6	DRC Modification to a Planned Development Zone	\$6,535.00	\$261.40	\$653.50	\$653.50	\$490.13	PLANPD5	\$8,593.53
7	Publication costs for the Planned Development Ordinance shall be paid by the applicant.							
8	Transcription Fee of PC Minutes	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	CDTRANS	Varies
F	Minor Residential Development	\$1,285.00	\$51.40	N/A	\$128.50	N/A	PLANMRD	\$1,464.90
G	Agricultural Preserve Withdrawal	\$2,429.00	\$97.16	N/A	\$242.90	N/A	PLANAPW	\$2,769.06
H	Planning Division Certificates of Use and Occupancy							
1	Change of Use	\$197.00	\$7.88	N/A	\$19.70	N/A	PLANCUO	\$224.58
2	Change of occupancy (excluding change of proprietor of a continuing business enterprise)	\$97.00	\$3.88	N/A	\$9.70	N/A	PLANCUO	\$110.58
3	Use/occupancy clearance if Conditional use permit is required or occupancy of a new secondary dwelling unit	No fee	No fee	No fee	No fee	N/A	No fee	No fee
I	Hazardous Materials Storage Facility Application	\$1,070.00	\$42.80	N/A	\$107.00	N/A	PLANHAZ	\$1,219.80
J	Home Occupation Permit	\$122.00	\$4.88	N/A	N/A	N/A	PLANHOME	\$126.88
K	Sign Application							
1	New Permanent Sign	\$267.00	\$10.68	N/A	\$26.70	N/A	PLANSNG1	\$304.38
2	Temporary Nonresidential	\$56.00	\$2.24	N/A	\$5.60	N/A	PLANSNG2	\$63.84
3	Change of Face Only	\$110.00	\$4.40	N/A	\$11.00	N/A	PLANSNG3	\$125.40
4	Sign Program	\$1,268.00	\$50.72	N/A	\$126.80	N/A	PLANSNG4	\$1,445.52
L	Secondary Dwelling Units							
1	New or existing unit	\$816.00	\$32.64	N/A	\$81.60	N/A	PLANSEC	\$930.24
2	Two existing units	\$1,132.00	\$45.28	N/A	\$113.20	N/A	PLANSEC	\$1,290.48
M	Mobile home Park Conversion Permit	Actual Cost (\$5,000 min)	Varies	Varies	Varies	N/A	PLANMOB	Varies

		Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	7.5% Engineering Dev Review Services Fee	Account Code	Total Fee
			PTRACPLN	GPUPDATE	PLANAP	ENGDEV		
N	Town Code Amendments	Actual Cost (\$2,000 min)	N/A	N/A	N/A	N/A	N/A	Varies
O	Administrative Land Use Permit							
	Minor telecommunications facility (i.e. microcell, 8021 lb or equivalent)	\$107.00	\$4.28	N/A	\$10.70	N/A	PLMINTEL	\$121.98
	Major telecommunications facility which do not require a Conditional Use Permit	\$1,291.00	\$51.64	N/A	\$129.10	N/A	PLMAJTEL	\$1,471.74
2	SUBDIVISIONS							
A	Lot Line Adjustment (DRC Approval)	\$1,220.00	\$48.80	N/A	\$122.00	\$91.50	PLANSUB1	\$1,482.30
B	4 Lots or Less	\$5,096.00	\$203.84	\$509.60	\$509.60	\$382.20	PLANSUB2	\$6,701.24
C	5 Lots or More	\$8,081.00	\$323.24	\$808.10	\$808.10	\$606.08	PLANSUB3	\$10,626.52
D	Vesting Tentative Map	Fee to be based on the number of lots under 2B or 2C	Varies	Varies	Varies	Varies	PLANSUB4	Varies
E	Lot Merger and Reversion to Acreage (DRC Approval)	\$603.00	\$24.12	N/A	\$60.30	\$45.23	PLANSUB5	\$732.65
F	Condominium	\$4,268.00	\$170.72	\$426.80	\$426.80	\$320.10	PLANSUB6	\$5,612.42
G	Certificate of Compliance (DRC Approval)	\$2,445.00	\$97.80	N/A	\$244.50	\$183.38	PLANSUB7	\$2,970.68
H	DRC applications that requires Planning Commission approval (this fee supplements the above established fees)	\$1,862.00	\$74.48	N/A	\$186.20	\$139.65	PLANSUB8	\$2,262.33
3	MISCELLANEOUS APPLICATION FEES							
A	Time Extensions To Approved Applications	50% of Current Fee	Varies	Varies	Varies	Varies	PLANTIME	Varies
B	Modification of Approved Application	75% of Current Fee	Varies	N/A	Varies	Varies	PLANMOD	Varies
C	Conceptual Development Advisory Committee Review	\$1,445.00	\$57.80	N/A	\$144.50	N/A	PLANCDCA	\$1,647.30
D	Push Cart Permit	\$282.00	\$11.28	N/A	\$28.20	N/A	PLANPUSH	\$321.48
E	Auto Dealer Events							
1	Small promotional events	\$53.00	\$2.12	N/A	\$5.30	N/A	AUTODLR1	\$60.42
2	Large promotional events	\$265.00	\$10.60	N/A	\$26.50	N/A	AUTODLR2	\$302.10
4	ENVIRONMENTAL ASSESSMENT FEES							
A	Categorical Exemption	No Fee	N/A	N/A	N/A	N/A	PLANENV1	No Fee
B	Initial Study (Deposit)**	\$3000 Minimum	N/A	N/A	N/A	N/A	ENVIRON	\$3000 Minimum
C	Negative Declaration	\$1,596.00	N/A	N/A	N/A	N/A	PLANENV2	\$1,596.00
D	Environmental Impact Report	Consultant's Fee	N/A	N/A	N/A	N/A	ENVIRON	Varies
E	Draft EIR Review Fee	\$8,835.00 Plus 10% EIR Cost	N/A	N/A	N/A	N/A	PLANENV4	Varies
F	Impact Monitoring Program (AB3180)	Actual Cost on an hourly basis plus cost of Consultant (if necessary)	N/A	N/A	N/A	N/A	PLANENV5	Varies

		Application Fee	4% Permit Tracking Fee PTRACPLN	10% General Plan Update GPUPDATE	10% Advance Planning Special Project PLANAP	7.5% Engineering Dev Review Services Fee ENGDEV	Account Code	Total Fee
5	OTHER							
A	Pre-application Conference Fee	Actual Cost	Varies	Varies	Varies	N/A	PLPREAPP	Varies
B	Fence Height Exceptions	\$159.00	N/A	N/A	N/A	N/A	PLNFENCE	\$159.00
C	Request For Service Not Covered By Any Other Fee	Actual Cost	Varies	Varies	Varies	N/A	PLANSRVC	Varies
D	Peer/Technical Review	\$1,500 deposit plus 10% of actual cost for administrative charge	N/A	N/A	N/A	N/A	PEERREV	Varies
E	Fees for Additional Tech Review and/or DRC Review	Actual Cost	N/A	N/A	N/A	N/A	PLANDRC	Varies
F	Microfilming Files	Actual Cost	N/A	N/A	N/A	N/A	MICROPLN	Varies
G	Building Permit Plan Check Fee	20% of Building Fee	N/A	N/A	N/A	N/A	PCHKPLAN	Varies
H	Surcharges							
1	Permit Tracking Maintenance and Update Surcharge	4% of Development Application Fee (\$1.00 minimum)	N/A	N/A	N/A	N/A	PTRACPLN	Varies
2	General Plan Update Surcharge	.5% of Bldg. Valuation for new construction and additions or 10% of zone change and subdivision fee		N/A	N/A	N/A	GPUPDATE	Varies
3	Route 85 Study Plan Surcharge ***	10% of Development Application Fee for property in Route 85 Study Plan Area		N/A	N/A	N/A	RT85STUD	Varies
4	Advanced Planning Projects	10% of Development Application Fee	N/A	N/A	N/A	N/A	PLANAP	Varies
5	North 40 Study Plan Surcharge	Actual Cost on proportionate basis	N/A	N/A	N/A	N/A	PLANN40	Varies
I	Applications for Work Unlawfully Completed	Double Current Application Fee	N/A	N/A	N/A	N/A	PLANUNLA	Varies
J	Consultation	Actual Cost on an hourly basis	N/A	N/A	N/A	N/A	PLANCONS	Varies
K	Appeals							
1	Fee to Appeal Planning Commission Decision to Town Council	\$277 per residential \$1,111 per commercial, multi-family or tentative Map Appeal	N/A	N/A	N/A	N/A	PLANAPEL	Varies
2	Fee to remand applications from Town Council to Planning Commission where no error was made by Planning Commission	50% of original application fee(s)	N/A	N/A	N/A	N/A		Varies
3	Fee to Appeal Director of Community Development or Development Review Committee decision to Planning Commission	\$139 per residential \$556 per commercial	N/A	N/A	N/A	N/A	PLANAPEL	Varies
4	Tree Appeals	\$56.00	N/A	N/A	N/A	N/A	TREAPEAL	\$56.00
5	Appeal Transcription fee of Planning Commission minutes	Actual Cost - minimum \$500 deposit	N/A	N/A	N/A	N/A	PLANAPEL	Varies

		Application Fee	4% Permit Tracking Fee PTRACPLN	10% General Plan Update GPUPDATE	10% Advance Planning Special Project PLANAP	7.5% Engineering Dev Review Services Fee ENGDEV	Account Code	Total Fee
L.	Research Services Minimum Charge	Actual Cost - minimum \$100 deposit	N/A	N/A	N/A	N/A	RESEARCH	Varies
M	Zoning Research							
1	Basic zoning letter	\$159.00	N/A	N/A	N/A	N/A	RESEARCH	\$159.00
2	Legal non-conforming verification	\$371.00	N/A	N/A	N/A	N/A	RESEARCH	\$371.00
3	Reconstruction of legal non-conforming structures (Burndown Letter)	\$159.00	N/A	N/A	N/A	N/A	RESEARCH	\$159.00

**The \$3000 deposit is a deposit only. The specific cost of the Initial Study and any required special studies shall be borne by the applicant. The deposit shall be increased before the Town will authorize work exceeding the amount on deposit.

*** Not charged to the following application 1H, 1J, 1K, 3C, 3D and 3E

Town of Los Gatos
Community Development Department

Environmental Checklist Form

1. Project title: _____
2. Lead agency name and address:

3. Contact person and phone number: _____
4. Project location: _____
5. Project sponsor's name and address:

6. General plan designation: _____
7. Zoning : _____
8. Description of project (Describe the whole action involved, including but not limited to, later phases of the project, and any secondary, support, or off-site features necessary for its implementation. Attach additional sheets if necessary.): _____

9. Surrounding land uses and setting. Briefly describe the project's surroundings:

10. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement.)

Environmental Factors Potentially Affected:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages:

- | | | |
|--|---|---|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Agriculture Resources | <input type="checkbox"/> Air Quality |
| <input type="checkbox"/> Biological Resources | <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Geology/Soils |
| <input type="checkbox"/> Hazards & Hazardous Materials | <input type="checkbox"/> Hydrology/Water Quality | <input type="checkbox"/> Land Use/Planning |
| <input type="checkbox"/> Mineral Resources | <input type="checkbox"/> Noise | <input type="checkbox"/> Population/Housing |
| <input type="checkbox"/> Public Services | <input type="checkbox"/> Recreation | <input type="checkbox"/> Transportation/Traffic |
| <input type="checkbox"/> Utilities/Service System | <input type="checkbox"/> Mandatory Findings of Significance | |

Determination (to be Completed by the Lead Agency):

On the basis of this initial evaluation:

- ☐ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- ☐ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- ☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- ☐ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

- ☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature

Date

Signature

Date

Evaluation of Environmental Impacts:

- 1) A brief explanation is required for all answers except “No Impact” answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A “No Impact” answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A “No Impact” answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
- 2) All answers must take account of the whole action involved, including off-site as well as on-site cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
- 3) Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. “Potentially Significant Impact” is appropriate if there is substantial evidence that an effect may be significant. If there are one or more “Potentially Significant Impact” entries when the determination is made, an EIR is required.
- 4) “Negative Declaration: Less Than Significant With Mitigation Incorporated” applies where the incorporation of mitigation measures has reduced an effect from “Potentially Significant Impact” to a “Less Than Significant Impact.” The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section XVII, “Earlier Analyses,” may be cross-referenced).
- 5) Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration.

Section 15063(c)(3)(D). In this case, a brief discussion should identify the following:

- (a) Earlier Analysis Used. Identify and state where they are available for review.
- (b) Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
- (c) Mitigation Measures. For effects that are “Less than Significant with Mitigation Measures Incorporated,” describe the mitigation measures, which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.

- 6) Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
- 7) Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.
- 8) This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.
- 9) The explanation of each issue should identify:
 - (a) the significance criteria or threshold, if any, used to evaluate each question;
 - (b) the mitigation measure identified, if any, to reduce the impact to less than significance

Issues:

	Potentially Significant Impact	Less Than Significant With Mitigation Incorporation	Less Than Significant Impact	No Impact
I. Aesthetics - Would the project:				
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Agriculture Resources¹ - Would the project:				
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland.

	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Air Quality² - Would the project:

a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions, which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. Biological Resources - Would the project:

a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community (i.e. aquatic and wetland habitat) identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

²Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations.

	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) Through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Cultural Resources - Would the project:

a) Cause a substantial adverse change in the significance of a historical resource as defined in 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal ceremonies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VI. Geology and Soils - Would the project:

a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
b) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on-or-off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to her life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII. Hazards and Hazardous Materials - Would the project:

a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII. Hydrology and Water Quality - Would the project:

a) Violate any water quality standards or waste discharge requirements? (Consideration shall be given to water bodies on the Clean Water Act Section 303(d) list, as well as the potential for conflict with applicable surface or ground water receiving water quality objectives or degradation of beneficial uses).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
to a level which would not support existing land uses or planned uses for which permits have been granted)?				
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on-or-off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on-or-off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Place within a 100-year flood hazard area structures, which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IX. Land Use and Planning - Would the project:				
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
adopted for the purpose of avoiding or mitigating an environmental effect?				
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X. Mineral Resources - Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XI. Noise - Would the project result in:				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
XII. Population and Housing - Would the project:				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XIII. Public Services -				
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XIV. Recreation -				
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XV. Transportation/Traffic - Would the project:

a) Cause an increase in traffic, which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersection) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Result in inadequate parking capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XVI. Utilities and Service Systems - Would the project:

a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Result in a determination by the wastewater treatment provider, which serves or may serve the project that it has adequate capacity to serve the projects projected demand in addition to the providers existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the projects solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XVII. Mandatory Findings of Significance -

a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Potentially Significant Impact	Less Than Significant With Impact Mitigation Incorporation	Less Than Significant	No Impact
b) Does the project have impacts that are individually limited, but cumulatively considerable? (“Cumulatively considerable” means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Town of Los Gatos
41 Miles Avenue, Los Gatos, CA 95030



NOTICE

to

Developers & Contractors



State of California
STORMWATER REGULATION CHANGES

This Notice is to inform you of changes to existing **Stormwater Quality Regulations**

NPDES Construction General Permit

As a result of recent state regulatory actions, effective immediately, all construction projects **disturbing an area of one (1) acre** or more are required to comply with:

State of California

“General National Pollutant Discharge Elimination System (NPDES) Permit for Discharges Associated with Construction Activities” (“Construction General Permit”)

Compliance with this permit requires ALL of the following:

- Applicant to submit a Notice of Intent (**NOI**) and pay an annual payment during the project’s construction period to : **State Water Resources Board – see website below for fee schedule**
- preparation of a Storm Water Pollution Prevention Plan (**SWPPP**)
- use of Town Approved Best Management Practices (**BMPs**) to control storm water runoff
- BMP inspection and maintenance by applicant to determine adequacy and maintenance
- File a Notice of Termination upon completion of construction

For copies of the Construction General Permit, the NOI, and additional permit and fee information consult the **State Water Resources Control Board website** at:

<http://www.swrcb.ca.gov/stormwtr/construction.html>

ADDITIONAL STORMWATER QUALITY REGULATIONS

In order to comply with the Town’s State-issued **NPDES permit, No. 01-119**, Los Gatos & other public agencies in the Santa Clara Valley are required to place additional Conditions of Approval related to storm water quality control on certain development projects. Non-exempt projects **creating or replacing 1 acre or more of impervious surface** are subject to **Group 1 Project** requirements and **Hydromodification Management Plan (HMP)** requirements (designed to control volume and duration of stormwater runoff to prevent erosion of creeks and streams). HMP guidelines are posted at www.scvurppp.org - link to “C.3.Submittals”.

As of October 20, 2005, projects belonging to certain land use categories (defined as Group 2, Tier A projects), on public or private land, creating or replacing 10,000 sq. ft. or more of combined impervious surface area, including roofs, must incorporate design, control, and engineered treatment measures. These measures are State mandated to prevent pollutants from being washed into creeks and streams by stormwater runoff from new and re-development sites. **“Group 2, Tier A” land use projects are defined as:**

Town of Los Gatos
41 Miles Avenue, Los Gatos, CA 95030

- Gas stations
- Auto wrecking yards
- Loading docks and surface parking lots containing 10,000 sq. ft. or more of impervious area
- Vehicle or equipment maintenance areas including washing and repair
- Outdoor
 - Storage or handling of hazardous waste
 - Manufacturing
 - Food handling
 - Animal care
 - Horticultural activities
 - Industrial & commercial uses where pollutant loading cannot be mitigated through other post-construction source control and site design practices

By August 15, 2006, all other Non-exempt projects (Group 2, Tier B), on public or private land, creating or replacing 10,000 sq. ft. or more of impervious surface, including roof area, must incorporate design, control, and engineered treatment measures.

Conditions of approval will include the use and maintenance of BMPs for site design and storm water treatment, which must be designed per approved numeric sizing criteria. General guidance on the selection and implementation of BMPs and Stormwater Pollution Prevention Plans can be found on the California Stormwater Quality Association website at www.cabmphandbooks.com and in C.3 Stormwater Handbook – May 2004 & May 2006 updates at www.scvurppp.org - link to "C.3.Submittals".

Each project will also require a Certification of Engineered Stormwater Treatment for New and Redevelopment Projects. Owners of properties with treatment BMPs will also be required to certify on-going operation and maintenance.

Exempt projects are defined as:

- Construction of one single-family home, which is not part of a larger common plan of development, with the incorporation of appropriate pollutant source control and design measures, and using landscaping to treat runoff from house-associated impervious surfaces such as from roofs, patios, driveways, sidewalks and similar surfaces
- Sidewalks, bicycle lanes, trails, bridge accessories, guardrails, and landscape features
- Routine maintenance and repair including roof or exterior surface replacement, pavement resurfacing, repaving and road pavement structural section rehabilitation within the existing footprint, and other reconstruction work within a public street or road right-of-way where both sides of that right-of-way are developed

For more information contact:

- **Public Works Department:**
 - Trish Duarte - (408) 395-5310 - pduarte@losgatosca.gov
 - Fletcher Parsons - (408) 3958-3460 - fparsons@losgatosca.gov

PROPERTY MAINTENANCE FACT SHEET



Santa Clara Valley
Urban Runoff
Pollution Prevention Program

Landscape Maintenance Techniques for Pest Reduction

Who should use this Fact Sheet?

- Development Project Applicants
- City/County Planners
- Landscape Maintenance Personnel
- Landscape Architects
- Homeowners

Why is it Important to Reduce Pesticide Usage?

When it rains, pesticides used in maintaining landscapes and gardens are washed off the plants and soils they are used to protect. This stormwater runs off the landscape and flows to the nearest storm drain, which ultimately carries the water to a local creek or the San Francisco Bay without treatment. Pesticides carried with stormwater into creeks and the Bay may be harmful to fish and other organisms that live there. Minimizing use of pesticides in landscape maintenance helps protect water quality, aquatic life, and human health.



What is Integrated Pest Management?

Integrated Pest Management (IPM) is a decision-making process for managing pests that uses monitoring to determine pest-caused injury levels and determine the best methods for their control. IPM uses a combination of:

- biological controls (e.g., natural enemies or predators);
- physical or mechanical controls (e.g., hand labor or mowing);
- cultural controls (e.g., mulching, discing, or alternative plant type selection); and
- reduced risk chemical controls (e.g., soaps or oils)

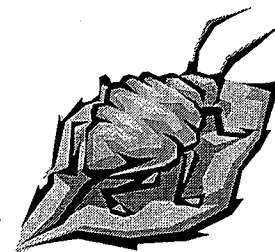
in order to minimize pesticide usage. The IPM method uses the least hazardous pesticides only as a last resort for controlling pests.

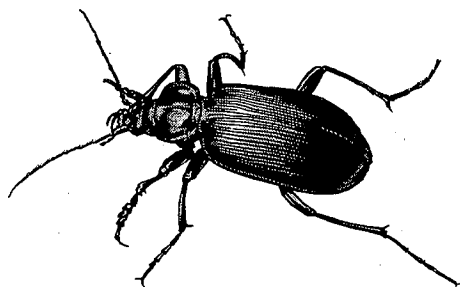
How Can Landscape Design and Maintenance Techniques Reduce Pesticide Usage?

Pesticides are often used in maintaining landscapes. The amount of pesticides entering our creeks and Bay can be decreased by using alternative design and maintenance techniques that:

- Reduce the potential for the pesticides to run off the landscape;
- Reduce the amount of chemicals necessary to ensure healthy plants or eliminate the need for pesticide usage at all; or,
- Decrease the need for landscape maintenance by designing landscapes that minimize pest infestation and create low maintenance environments.

Refer to the back of this fact sheet for more design and maintenance tips.





Pest Reducing Landscape Design Techniques

- Design the landscape for efficient irrigation and drainage.
- Design the landscape to conform to natural drainage patterns.
- Retain existing native, pest-resistant trees, shrubs and plants.
- Select pest-resistant plants adapted to your specific area. Consider site-specific characteristics such as the soil, topography, climate, amount and timing of sunlight, prevailing winds, rainfall, air movement, patterns of land use, ecological consistency and plant interactions.
- Prevent the need for routine pruning by selecting plants based on their size and shape when mature.
- Situate plants to facilitate maintenance. Install mowing strips, tree wells and pathway edging to reduce problems associated with maintaining the interface between different elements of the design.
- Plant at the right time of year.

Pest Reducing Landscape Maintenance Techniques

- Employ nonchemical Integrated Pest Management methods (biological, physical and cultural controls) before using chemicals to treat a pest problem.
- If pesticides are necessary, use the least toxic pesticide available. Avoid use of organophosphates such as diazinon and chlorpyrifos (Dursban) as well as copper-based pesticides.
- Do not over apply pesticide. Spray only where the infestation exists. Follow the manufacturer's instructions for mixing and applying materials.
- Properly sweep up spilled fertilizers or pesticides. Do not wash away or bury such spills.
- Properly dispose of chemical wastes by recycling, reusing, or disposing of as hazardous waste. Do not dispose of debris into or near channels or other waterways or leave it where it may contact runoff.
- Apply pesticides at the appropriate time to maximize their effectiveness and minimize the likelihood of discharging undegraded pesticides into runoff. With the exception of pre-emergent pesticides, avoid application if rain is expected.
- Maintain healthy soils by incorporating organic matter, making regular pH adjustments, and appropriately fertilizing.
- Do not over water.
- Minimize irrigation overspray.
- Prune to increase air circulation but do not over prune.
- Apply 2-4 inches of mulch or geotextiles to exposed soils to prevent weed growth.
- Mow lawns and turf high and leave clippings in place.
- Replace problem plants with locally-adapted, pest resistant plants.

ADDITIONAL RESOURCES

IPM Access,
www.efn.org/~ipmpa, *IPM Based Landscape Design*.

Bio-Integral Resource Center
(BIRC) (510) 524-2567
www.birc.org

Central Contra Costa County Sanitary District
Our Water Our World IPM Fact Sheets
www.centuralsan.org

San Francisco Department of the Environment
www.sfenvironment.com



IPM Information: www.watershedwatch.net

University of California Cooperative Extension
Master Gardeners: www.mastergardeners.org

University of California IPM (800) 994-8849
www.ipm.ucdavis.edu

- Natural Enemies Handbook: The Illustrated Guide to Biological Pest Control
- The UC Guide to Solving Garden and Landscape Problems: An Interactive CD- ROM
- Pests of Landscape Trees and Shrubs

Santa Clara Valley Water District



WELL INFORMATION QUESTIONNAIRE

FC 808 (04-30-02)

TO BE FILLED OUT AT COUNTER AND MAILED BY CITY/COUNTY OFFICIAL

PRINT Applicant's Name: _____ Phone: (____) _____

Project Address: _____ City or Unincorporated: _____

Assessor's Parcel No.: Book _____ Page _____ Parcel _____

Is there a well(s) located on your project site?

☐ Yes

☐ No

If yes, type of well:

☐ Water Well

☐ Monitoring Well

☐ Dry Well

☐ Other: _____

Is the well(s) active (in use)?

☐ Yes

☐ No

Will your proposed permit activity affect your well site?

☐ Yes

☐ No

Comments: _____

I certify that the information given above is correct to the best of my knowledge.

PRINT Applicant's Name if different from Project Name: _____

Signature of Applicant: _____ Date: _____

For further information please contact the Well Section, Santa Clara Valley Water District (408) 65-2607, extension 2660.

INFORMATION RECEIVED BY:

FOR OFFICIAL USE ONLY

Name of City/County Representative: _____

City/County Project File No.: _____

Name of City/County: _____

Date: _____

SAMPLE- TO BE COMPLETED AT COMMUNITY DEVELOPMENT DEPT.



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